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# CONCENTRATED BUSINESS TRAINING

MR. ALLEN  
MR. McCULLOUGH  
MISS OWEN



## Holmes Junior College

Goodman, Mississippi

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BULLETIN  
HOLMES JUNIOR COLLEGE  
GOODMAN, MISS.

ADDRESS: \_\_\_\_\_  
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SEC. 562 P. L. & R.  
U. S. POSTAGE  
**PAID**  
GOODMAN, MISS.  
PERMIT NO. 3

This course is designed for those who want only commercial work in order to prepare themselves quickly as private secretaries, stenographers, bookkeepers, accountants, clerical workers, filing clerks, and general office workers. The department of Commerce offers a varied, but well-balanced training program for beginning and advanced students. It provides more space, more equipment, and more instructors for the number of students in attendance than is ordinarily found in similar institutions. All instruction is personalized and permits individual advancement.

A certificate of proficiency will be awarded as soon as the student meets the requirements. The time required to complete these courses will depend entirely upon the ability of the student.

A charge of \$28.50 per month is made for the Commercial Course to students outside of Holmes and Carroll counties. \$23.50 per month to students living in those counties.

These prices include room, board, tuition and all fees.

A student may select any one of the courses outlined or part of any one of the courses.

#### THESE COURSES BEGIN

JUNE      ★      SEPTEMBER      ★      JANUARY

##### Course Number 1 STENOGRAPHIC

Shorthand (Gregg)	Salesmanship
Typewriting	Business Law
Business English	Spelling
Office Management	Office Machines
and Practice	Filing

##### Course Number 2 BOOKKEEPING AND ACCOUNTING

Bookkeeping and	Business English
Accounting	Business Law
Proprietorship	Typewriting
Partnership	Spelling
Corporation	Filing
Bookkeeping Machine	

##### Course Number 3 SECRETARIAL

Shorthand (Gregg)	Office Management
Typewriting	and Practice
Business English	Business Law
Spelling	Salesmanship
Filing	Office Machines



Course Number 4  
**GENERAL BUSINESS**

Bookkeeping and  
Accounting  
Proprietorship  
Partnership  
Corporation  
Social Security  
Office Machines  
Shorthand (Gregg)

Typewriting  
Office Management  
and Practice  
Filing  
Business Law  
Salesmanship  
Business English  
Spelling

Course Number 5  
**COMBINATION MACHINE COURSE**

Typewriting  
Mimeograph  
Mimeoscope  
Full Keyboard Adding Machine  
Burrough's Calculator  
Ten-Key Adding Machine  
Bookkeeping Machine

**SUGGESTED SHORT COURSES**

designed for those who have had some previous training in commercial work.

Course Number 6  
**GENERAL OFFICE**

Shorthand (Gregg)  
Typing  
Business Correspondence  
and Spelling  
Office Management  
and Practice  
Filing  
Office Machines

Course Number 7  
**SECRETARIAL**

Shorthand (Gregg)  
Typewriting  
Filing  
Office Machines  
Business Correspondence  
and Spelling

Course Number 8  
**FILE CLERK**

Filing  
Typing  
Shorthand (Gregg)

Course Number 9  
**BOOKKEEPING AND ACCOUNTING**

Bookkeeping and  
Accounting  
Office Machines  
Typing  
Filing  
Business Law

Course Number 10  
**TYPIST (Junior and Senior)**

Typing	Business Correspondence
Filing	and Spelling

Course Number 11  
**STENOGRAPHIC (Junior and Senior)**

Shorthand (Gregg)	Typing
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Course Number 12  
**INSURANCE**

Salesmanship	Property Insurance
Office Management	Investments and Invest-
and Practice	ment Mathematics
Life Insurance	

Course Number 13  
**COURT STENOGRAPHY**

Shorthand (Gregg)	Business Correspondence
Typing	and Spelling
Business Law	

Course Number 14  
**CALCULATOR COURSE**

Electric and hand operated calculators 300 hours or approximately 8 weeks, of practice required to become an expert operator.

The method employed in teaching these courses will be based on the process of "doing while learning."



